

## **CIS CHILD CARE COORDINATOR JOB DESCRIPTION**

### **GENERAL SCOPE OF THE WORK:**

Provide services to support families with children with identified specialized child care needs, and service providers working with such families to assure families are aware of child development/care programs that are affordable, of high quality and meet their needs. When child care is the identified primary service need, work alongside families to build relationships and improve health, development and outcomes for children and families. Work includes:

- participation in a multi disciplinary, multi agency (CIS) team;
- positively engaging with children and their families; and
- understanding community resources, child development, parenting, family system, and child care issues; and
- supporting the development of child care staff by mentoring, coaching and providing one-to-one or group learning, and consultation as needed..

Practices responsible, professional case management in a team environment in the support and assistance of families with personal, social, health, educational and economic needs; empowers the family to the highest level of self sufficiency; requires little supervision; in conjunction with the regional CIS Coordinator provides leadership for the review of Family Support Child Care Financial Assistance requests. Articulates, supports and applies the high performance practices (continual quality and service improvements, participatory involvement, teamwork, data collection and analysis) of the regional CIS team.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- knowledge of local and State resources
- knowledge of social, economic and health problems;
- knowledge of child development, parenting practices and family systems;
- significant knowledge of individual and group behavior;
- general knowledge of social institutions and the methods of the helping process;
- ability to identify social problems and needs and to assess the ability of individual and families to utilize services in problem solving;
- understanding of rights, responsibilities and differences of others;
- ability to work effectively with individuals and families in helping them develop clear, measurable goals, with a realistic plan for achieving those goals to mitigate risk factors in their lives;
- ability to plan and organize work;
- ability to read and interpret laws, policies and regulations;
- knowledge of child care licensing/regulatory system and financial assistance program;
- knowledge of Vermont's child care professional development system and child care quality rating system: the STep Ahead Recognition System (STARS)
- ability to communicate and establish effective working relationships with families, other community professionals, technical staff, social and community agencies and the public at large;
- ability to accept and give feedback and to developing oneself with ongoing learning;
- ability to be flexible and to work autonomously;
- ability to mentor, coach, train, and consult with and to others;
- ability to prepare reports and maintain records;
- ability to utilize PC software particularly in Windows, Microsoft Word and BFIS.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree from an accredited college or university with major work in social work, psychology, health, child development and a minimum two years of social work or related experience in human service field preferred. Persons with degrees in related education/human services fields must have a minimum of five years of social work or related experience in a human services field serving young children and their families.

Experience working with young children & families experiencing specialized needs or risk factors through Head Start, Part C or Part B programs, or other high quality early care and education settings preferred; experience providing professional development, technical assistance, coaching and/or mentoring, and consultation to staff working with young children and families a plus.